

SHISHYA

Covid-19 Vaccine Policy

First Issued On 31/03/2021

Last Revised On 03/2022

Applies¹ to: All staff, interns, volunteers, trainers, trainees, contractors and all persons who are entering the office workspace beyond reception.

¹ *This policy shall apply to PNG office as described herein beginning on March 1, 2022.*

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I. Policy

1. Shishya (also referred as “company”) is committed to providing a healthy and safe environment for all employees, trainees, interns and visitors.
2. In our commitment to this effort, all employees shall be fully vaccinated against COVID-19, with a minimum first dose of a vaccination by no later than September 30, 2021, and second dose no later than December 31, 2021. This date is extended for PNG entity by 31 March 2022.
3. Additionally, effective 1 April 2022, individuals will be required to have received and provide proof of the full series of the COVID-19 vaccine and the booster dose if eligible (or within 30 days of becoming eligible for the booster dose).
4. For purposes of this Policy, an individual shall be deemed “fully vaccinated” two weeks after the final dose of a COVID-19 vaccine that has been approved by the Food and Drug Administration (FDA), received emergency use authorization (EUA) by the FDA, or achieved finalized status on the World Health Organization Emergency Use Listing (EUL).
5. An individual is eligible for a booster vaccination five months after completing the Pfizer or Moderna series and two months after the initial Johnson and Johnson/Jannssen vaccine².

² Kindly refer to your local government directive for India and Papua New Guinea offices

II. Guidelines

1. All existing employees as defined above must receive at least one dose of the two-dose COVID-19 vaccines (Pfizer or Moderna) or have received the single dose of the Johnson & Johnson COVID-19 vaccine or have received the first dose of a COVID-19 vaccine listed for emergency use by the World Health Organization or the first dose of a COVID-19 vaccine given as part of a clinical trial in the United States by September 30, 2021. The deadline for the second dose of the Pfizer or Moderna vaccine is December 31, 2021. The deadline for receiving a booster vaccine is April 30, 2022, or 30 days from eligibility.
2. Individuals who do not meet vaccination deadlines as outlined above without an approved exemption may not work. Failure to comply with the deadline without an approved medical or religious exemption will result in disciplinary action up to and including termination.
3. Questions regarding contractor compliance with this policy can be directed to admin@shishya.net.
4. Employees who have not been granted an exemption from vaccination as described more fully below in II.F, shall attest to and/or provide proof of vaccination and booster by no later than September 30, 2021³ to document their vaccination compliance.
5. Effective April 30, 2022, newly hired Company employees, who have not been granted an exemption from vaccination as described more fully below in guideline 6 below, must confirm that they have completed their primary series of the COVID-19 vaccine (single dose of the Janssen/Johnson & Johnson vaccine or the second dose of the Moderna or Pfizer vaccine.) before they can begin work.
6. If new employees are eligible for the booster dose prior to the hire date, the booster must be received prior to starting work. If the new employee is not yet eligible for the booster dose, they may begin work and shall receive the booster no later than 30 days after becoming eligible. Proof of vaccination and booster will be required through the onboarding process.
7. Reasonable considerations may be available for individuals, at the company's discretion, who seek an exemption to being vaccinated or receiving the booster due to religious or medical reasons. Such request must be submitted on or before 30 September 2021⁴

³ 31 March 2022 for PNG entity

⁴ 31 December 2021 for PNG entity

- 7.1. **Medical Exemption** – Employees seeking an exemption for medical reasons must include documentation from a registered medical practitioner that certifies that a COVID-19 vaccination is detrimental to the Covered Personnel due to a specific pre-existing health condition as recognized by relevant health authorities along with the duration such exemption will be required.
- 7.2. **Religious Exemption** – Employees seeking an exemption for religious reasons must provide a written statement explaining an individual’s sincerely held religious belief, underlying their request for a religious exemption. The statement should describe the religious belief that guides the individual’s objection to the COVID-19 vaccine and testified by a practising priest or head of their religious faith, in a formal letterhead. This written request should be provided to admin@shishya.net.
8. This policy applies to all employees, regardless of work location, including those who are working in a hybrid model or are working fully remote, except as prohibited by local law.
9. Requests to work remotely or for leave of absence will not be granted, as an alternative to being vaccinated or receiving the booster dose in the absence of grounds for an exemption.

III. Procedures

1. Employees Reporting Vaccination Information:

- 1.1. Those who report as being vaccinated, will then be directed to submit proof of vaccination. This can be done by emailing the proof of vaccination to admin@shishya.net.
- 1.2. Employees will be allowed a half day paid leave, for the day they get their vaccination and provide proof.
- 1.3. Those that reported being unvaccinated at a prior date, may update their status at any time, by submitting proof of vaccination to admin@shishya.net.

2. Weekly COVID-19 Testing

- 2.1. Employees who are allowed exemption, will be required to undergo fortnightly Covid-19 test and provide proof of negative test, before they can be admitted to work.
- 2.2. Employees taking Covid-19 weekly test, will be paid for the time to receive the COVID-19 weekly test and this should not exceed half day.
- 2.3. Where vaccinated employees test positive for Covid-19 then they will be required to isolate for a week. Pay for seven days from testing positive will be borne by the company where they are on payroll of the company, as a full-time employee. Contractors, employee in probation or employee who have been listed for misconduct, may not be able to access this benefit. This benefit can be accessed only once in an annum.

3. Recognition and reward

- 3.1. The company may formulate policies to reward offices that achieve 100% vaccination, by providing them rewards in cash or kind. This is subject to discretion of management of each company within the group.

Disclaimer -The Company reserves the right to interpret, modify, amend, or terminate this policy at any time.
